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**PD-25947****PD Information**

PD Number	99PP232	Master	<input type="checkbox"/>
Position Title	Procurement Analyst	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 09	Standard	Regional
Service/Staff Office/Region	PBS	Owner	SNA SBGopinadam
PD Status	Active	Series	1102
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 6 - High Risk (6)	Keywords	
Legacy - Classified By	Roland Nelson	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	7/11/1995
Vacancy Announcement Number		Job Analysis Attachment	<input checked="" type="checkbox"/>

**Description****Description**

PROCUREMENT ANALYST, GS-1102-13

PD# 99PP232

Classified by Roland Nelson dated July 11, 1995

Pen and ink changes in blue made on 02/09/09 - ML; Pen and ink changes in red made on 08/03/09 - ML; Pen and ink changes in green made on 04/24/12 - Michelle Lee  
GSA Security Office Designation: Non-Sensitive, High Risk, Tier 3, BI, SF-85P - 03/30/10 (see attached)

This position is established in the ~~Acquisition Support Division~~ Acquisition Management Division Staff, Public Buildings Service, Region 9, with the responsibility for planning, recommending, and coordinating, policies and procedures related to the professional development of regional and field office personnel in the 1102 series, procurement quality and consistence, procurement support, report consolidation, and technical assistance and liaison with the Central Office Acquisition Executive.

**Major Duties**

1. The incumbent of this position serves as a Procurement Analyst of the ~~Acquisition Support Division (ASD)~~ Acquisition Management Division Staff of the Public Buildings

Service (PBS). Provides expert contract oversight for the contracting and procurement operations performed by and in support of the major PBS regional components, consisting of the Fee Developer, Property Managers, ~~San Francisco~~ and Service Centers, ~~Los Angeles Service Center and Pacific Service Center~~, who support the Federal Government's operational and logistical needs on a region wide basis. Ensures that contractual and other obligatory documents, and contractual related and supporting data, comply with applicable FAR'S, GSAR'S, FPMR'S, etc., provide protection for and are in the best interests of the Government.

2. Assists the ~~Director~~ Regional Procurement Officer (RPO) of the ~~Acquisition Support Division~~ Acquisition Management Division Staff in developing and establishing comprehensive region wide acquisition policies, ensuring compliance with all applicable Federal statutes and regulations; identifies practices and procedures which deviate from prescribed policies or directives; recommends corrective actions for such deviations; and monitors the progress in the implementation of the corrective actions. Also provides education and training in acquisition policy and procedures. Monitors the timeliness of the procurement and expeditious delivery of service to meet customer requirements.

3. Performs post-award and post-administration procurement reviews of regional and field procurement contracting activities, representing a significant portion of the organization's procurement and contracting dollar volume. Prepares comprehensive written report of overall findings of deficiencies or trends and recommends alternatives for correction of deficiencies to the ~~Assistant Regional Administrator~~ Regional Commissioner. Reviews actions to insure technical sufficiency and conformance with applicable laws, regulations, policies, and procedures; evaluates whether sound business judgment was exercised particularly in price or cost aspects of the action. These actions include the full range of PBS acquisitions including both construction and services.

4. Coordinates the regional implementation of Government and GSA wide acquisition policies directed by Central Office, Office of Federal Acquisition Policy; ensures compliance with applicable statutes, regulations, and directives; interprets, or in cases of critical or highly sensitive issues, seeks higher authority on interpretations of acquisition policies and procedures for regional PBS contracting business lines, and recommends acquisition policy changes through the Acquisition Executive in Central Office or through the ~~Assistant Regional Administrator~~ Regional Commissioner. Identifies practices and procedures which require new or revised policy and procedures and provides input to the Acquisition Executive or ~~Assistant Regional Administrator~~ Regional Commissioner. Provides advice and assistance to regional contracting officials on handling initial procurement problems and developing acquisition strategies and innovative solutions.

5. Resolves questions as to legal sufficiency of proposed awards with either the Regional Counsel, the Regional Acquisition Management Staff, or the Acquisition Executive in Central Office as appropriate. Maintains liaison with the Office of Inspector General and the Regional Acquisition Management Staff on contractual matters.

6. Assists the ~~Director~~ RPO of the ~~Regional PBS Acquisition Support Division~~ Acquisition Management Division Staff in establishing and disseminating broad outlines of program goals, objectives and priorities; plans for and ensures the effective utilization of manpower, equipment and fiscal resources; and represents the Assistant Regional Administrator in administrative matters pertaining to post-award contract review.

7. Conducts special purpose reviews of regional contracting operations, including construction, services and contract administration, employing analytical techniques such as random sampling, comparative analysis, cost and price analysis, etc., as appropriate, to determine compliance with applicable laws, regulations, policies, and procedures; evaluates effectiveness of contracting operations; identifies practices and

procedures which deviate from prescribed policies and procedures, directs appropriate corrective action, and monitors its progress; and prepares written reports of findings for the ~~Assistant Regional Administrator~~ Regional Commissioner and Directors of the appropriate business lines. Studies management reports of procurement operations that are conducted by the PBS business lines in accordance with their respective oversight procedures.

8. Performs a variety of liaison duties, as directed, employing personal presentations, GSA regional orders and FPMR bulletins and other methods to interface with other agencies, industry, and professional associations in connection with Federal and GSA procurement regulations and procedural requirements. Identifies trends which indicate a need for regulatory changes. Develops proposed revisions to the Federal Acquisition Regulations and coordinates the proposals within the region and with other agencies and interested industry and professional associations for review and comment as appropriate.

9. Maintains liaison with the PBS Acquisition Executive and the Office of the Inspector General and Regional Acquisition Management Staff on contractual dispositions or ongoing investigations. Reviews and concurs in proposed GSA comments on GAO and GSA audits, protest, and other reports relating to regional PBS acquisitions and acquisition policy and ensures noted deficiencies are corrected.

10. Assists the ~~Director~~RPO of the ~~Acquisition Support Division~~Acquisition Management Division Staff in overseeing the regional 1102 certification programs and acts as liaison with Central Office. Also assists in overseeing the Contracting Officer Warrant Board and the 1102 Intern program for PBS in Region 9.

#### Knowledge Required by the Position FL 1-8 1550 pts

1. A thorough knowledge of all portions of applicable laws, OFPP rules, and the agency's procurement policies, regulations, and procedures, including the most advance principles, methods or programs such as Life Cycle Costing, Cost and Multiple Incentive Contracting, Design to Cost, Design to Price, Cost Accounting Contract Pricing, Award Fee and Set Aside Programs in order to provide expert oversight for PBS contracting and procurement activities.
2. Knowledge and skill sufficient to effectively resolve complex and sensitive issues which can be precedent setting and impact operating policies and procedures.
3. Extensive analytical capabilities to identify acquisition areas which need improvement and the capability to develop new and innovative acquisition concepts.
4. Comprehensive knowledge of accounting principles, economics, money and finance, marketing, and taxation in order to determine cost data requirements, evaluate proposals, and design monitoring systems to ensure proper contract performance.
5. Expert knowledge of all GSA PBS procurement operations and their interrelationships in the negotiation, pricing and audit areas to perform pricing reviews, and protect the Government's best interest with regards to the final contractual agreement.
6. Knowledge and skill in developing and utilizing the agency's management information systems to determine critical data elements for purposes of evaluating overall program effectiveness and adherence to established policies and regulations.
7. Ability to communicate orally and in writing to provide procurement training, and develop and present review findings and policy recommendations.

#### Supervisory Control FL 2-5 650 pts

The incumbent works under the general supervision and direction of the

~~Director~~Regional Procurement Officer of the ~~Acquisition Support Division~~Acquisition Management Division~~Staff~~, Public Buildings Service. The incumbent is responsible for interpreting procurement policy for all PBS regional operations, including those areas which are nationwide in scope. Incumbent coordinates efforts with other staff specialists to ensure comprehensive coverage of all program areas. Assignments are basically self-generated, are considered technically correct and are reviewed only for overall effect on the region's various procurement programs. Incumbent's work accomplishments can influence various PBS regional procurement programs. Incumbent's work accomplishments can influence the PBS regional procurement mission.

#### Guidelines FL 3-4 450 pts

Guidelines include the Federal Acquisition Regulations, General Services Acquisition Regulations, Federal Property Management Regulations, OFPP Policy Letters, a large volume of laws and legislative histories, OMB Circulars, GAO and OIG decisions and recommendations, and executive orders. Incumbent is required to exercise initiative and experienced judgment in interpreting applicable guides and to develop and implement guidelines for unique situations where existing guidelines lack specificity, and ensure compliance with same.

#### Complexity FL 4-4 225 pts

Incumbent serves as a technical expert in all areas of procurement, encompassing major program areas which involve high dollar value range proposals spread over several regions with worldwide applications in some cases. Contract proposals reviewed require a thorough knowledge of socioeconomic conditions, ability to develop long-term procurement strategies which affect every phase of the contracting process, and render decisions which significantly impact the effectiveness and efficiency of the procurement/acquisition programs of GSA and client agencies. Incumbent is required to stay abreast of the latest state of the art with regards to innovative applications of new terminologies, conditions, and creation of contract types. Incumbent plans and develops or refines policies, systems and procedures; reviews and recommends changes to the FAR's and GSAR's in response to pending congressional legislation; and assists in maintaining structured tracking system for analyses involving several thousand contract/procurement actions on a yearly basis.

#### Scope and Effect FL 5-4 225 pts

The incumbent's work influences the overall policy and procurement mission of the Public Buildings Service and the quality of services delivered to client agencies. Incumbent's decisions affect fiscal outlays of the agency which are carried out by various PBS regional business lines and staff offices. Strategies developed and implemented by the employee are critical to the timely accomplishment of large scale projects such as services acquisitions and construction projects which economically affects contractors, manufacturers, suppliers, and various locales. Proposed GSAR and FAR revisions affect both GSA and Government-wide procurement policy and practices.

#### Personal Contacts FL 6-3 60 pts

Personal contacts are primarily with senior executives at various levels in and outside the Government such as agency, OIG, GAO, and Congressional representatives, and contractors, manufacturers, and suppliers or their legal representatives. The incumbent must reconcile differences of opinion pertaining to interpretation and implementation of national policies, the agency's acquisition goals and objectives, and balances the agency's vested interests with those of all other parties.

#### Purpose of Contacts FL 7-3 120 pts

The procurement management and monitoring functions require the incumbent to

interface with a sundry of personnel from agency program areas, regional and General Counsel, the Office of Acquisition Policy, the Acquisition Executive, and private industry representatives to attain agreement on controversial issues involving policy, technical requirements, coordinating contract administration and audit efforts, legal sufficiency, and provisions for liquidated damages. The employee authoritatively establishes and promulgates equitable compromises of viable alternatives which recognize and protect the divergent interests of affected parties.

Physical Demands FL 8-1 5 pts

The work is primarily sedentary. Some walking, stooping, and bending is required when inspecting construction locations in the field offices.

Work Environment FL 9-1 5 pts

The work is primarily in an office setting, although some travel will be necessary when inspecting procurement activities and providing training to procurement personnel in the regional and field offices.

Total points-3290 GS-13 point range (3150-3600)

Title, Series and Grade-Procurement Analyst GS-1102-13

Standard Used-Position Classification Standard for Contracting Series, GS-1102 dtd 12/83

#### Additional Description

Created By SNA SBGopinadam, 9/17/2012 12:15 PM

Last Modified By Kathy Carr, 11/23/2012 2:19 PM

#### Related Content

**Procurement Analyst, GS-1102-13, 99PP232**

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#### PD History

11/23/2012 2:19 PM

User Kathy Carr

Connection

Action Changed Job Analysis Attachment from false to true.

9/20/2012 4:04 PM

User SNA SBGopinadam

Connection

Action Changed Description.

9/17/2012 12:15 PM

User SNA SBGopinadam

Connection

Action Created.

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# Contracting Series, 1102

## Individual Occupational Requirements

*This is an individual qualification standard developed by the Office of Federal Procurement Policy under the authority of 41 U.S.C. 433. It does not apply to Department of Defense positions.*

### Basic Requirements for GS-5 through GS-12

1. A 4-year course of study leading to a bachelor's degree with a major in any field;  
or
2. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

The following table shows the amounts of education and/or experience required to qualify for positions GS-7 through GS-12 covered by this standard.

GRADE	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education or law school or superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.	1 year equivalent to at least GS-7
GS-11	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above	(No educational equivalent)	1 year equivalent to at least next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Graduate Education. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

1. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

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### **Basic Requirements for GS-13 and Above**

1. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

and

2. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
3. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
4. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.